

MEMORANDUM FOR: Registry personnel

SUBJECT: Increased Advantages of Using Revised Form 240, Courier Receipt and Log Record, and the New Agency Chain Envelope

1. The new Agency Chain Envelope and its companion, Form 240, have been used in headquarters for over two months. When used properly, these mail control aids are meeting or exceeding expectations for saving mail handling and logging time, envelopes, and storage space in safes. However, it is felt that greater benefits could be gained from the Chain Envelope and Form 240 if their uses and advantages were better understood.

2. The revised Form 240 and the new Agency Chain Envelope serve essentially the same purposes as did their predecessors. That is, they provide for the transmittal and receipt of material sent through the courier system. The significant change is in Form 240. It is now a four-copy form rather than a two-copy one, with two of these copies designed for use as log records by senders and recipients. By following the attached instructions, originators of Form 240 will ensure that full advantage is made of these copies. Observance of the following points will also increase the usefulness of both Form 240 and the Chain Envelope.

a. In all cases, whether Form 240 is to accompany a plain envelope or a Chain Envelope, the stub and all carbons should be snapped out from the four copies. The appropriate copies then can either be inserted in the window pocket of a Chain Envelope or attached by a staple or scotch tape to a plain envelope. It is essential that the stub be removed to avoid any possibility of attaching Form 240 by the stub alone, which increases the chance of copies becoming torn from the stub, and hence lost.

b. Apparently some Chain Envelope users lack confidence in the ability of the window pocket to retain copies of Form 240, or an addressed 3" x 5" card or slip of paper. Accordingly, they either fail to use the pocket at all, or use both an addressed card (or slip of paper) and a Form 240, placing the card in the pocket and attaching the Form 240 to the other corner of the Chain Envelope. Others who use the pocket, seal the opening with either scotch tape or a staple. Neither of these precautions is necessary. There hasn't been a single case of a receipt, slip of paper, or addressed card slipping out of an unsealed pocket while the envelope was enroute.

c. The attached instructions cover the disposition of each copy of Form 240 when used with the Chain Envelope. However, these instructions apply equally to using Form 240 with plain envelopes or wrapped bulk packages. The only exception is that the last two copies in the set ("Courier Receipt," and "Action Desk") will have to be attached to the package or envelope rather than inserted in the window pocket of the Chain Envelope. In no case should any copies other than these two be placed on an envelope or package. Only one of these ("Courier Receipt") should be given to the courier as evidence of receipt. This copy should be signed by the recipient, not just initialed.

MORI/CDF

Attachments:

Instructions for Using the Revised Courier Receipt and the New Agency Chain Envelope

(Distribution of this memorandum is being promoted by the Records Management Staff. Your assistance in calling it to the attention of others in your component will be appreciated. For further information on the use of Form 240 and the Chain Envelope, or for additional copies of this memorandum, contact either your Records Officer, or the Records Management Staff, extensions

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